



POSITION AVAILABLE

Financial Specialist

Peace Corps Dominican Republic (PC/DR) seeks a qualified professional in Financial Management. The Financial Specialist carries out all duties related to Peace Corps Dominican Republic financial management system and is the official Alternate Cashier. The employee assists the DMO in the overall administrative operations at post: cost control, leases and contracts negotiation, procurement reports, budget monitoring, as well as in the maintenance of the overseas financial accounting management system (For Post) including but not limited to financial data and analysis for budgetary matters such as preparation of the annual Operating Plan, Mid-Year Budget Review and Quarterly Budget Reviews. At the same time, the employee is also a Contracting Officer for Peace Corps Dominican Republic.

Duties include:

- **Accounting**: The employee is the primary accountant for Peace Corps Dominican Republic.
- **Budget and control**: In coordination and under supervision of the Peace Corps Director of Management and Operations, helps in the formulation and implementation of the annual budget.
- **Contracting Officer**: Serves as Peace Corps Dominican Republic Contracting Officer.
- **Alternate cashier functions**: Acts as the Alternate Cashier in the absence of the main Class B Cashier, except where the volume of transactions requires both principal and alternate to operate at the same time.
- **Other duties and responsibilities**: Purchase and travel credit card holder, conducts market basket and volunteer living allowance surveys, supports on strategic planning.

Qualifications and Requirements:

- a. **Education**: University degree in Accounting, Finances or Business Administration is required.
- b. **Prior Work Experience**: Must have a minimum of three (3) prior work experiences in Administrative/Finances/Accounting.
- c. **Post Entry Training**: Organized, on-the-job training for six months on Peace Corps regulations and procedures and Peace Corps Accounting Financial Management System.
- d. **Language Proficiency**: Level IV (Fluent) written and spoken English and Spanish ability is required.

- e. **Knowledge:** Technical accounting and administrative general knowledge is required. Financial management, budget analysis and evaluation of data familiarity are required. Good knowledge of local labor law is required.
- f. **Skills and Abilities:** Excellent interpersonal skills to deal with Volunteers staff and Host Country Nationals. Must have the ability to interpret complex regulations and procedures applicable to the financial/accounting area for which Incumbent is responsible. Must be able to prepare precise, accurate budget reports, interpret data and provide advice with detachment and objectivity. Good analytical skills and negotiation skills are required.
- g. Knowledge of the economical/financial structure of the Host Country, differences and similarities between U.S. and local cultures, business practices and procedures, Peace Corps philosophy, goals and objectives. (Preferred)
- h. Must be able to understand local banking requirements and restrictions and routine business processes.(Preferred)

This position is paid at local rates. The annual salary for this contract position ranges from RD\$574,103.00 to RD\$731,568.00 plus fringe benefits. Incumbent hiring salary will be based on work experience and salary history.

Please send resume and cover letter by July 18th, 2015 highlighting relevant experience to: pcdrjobs@do.peacecorps.gov. Position description available upon request